

MINUTES OF THE
PERSONNEL COMMITTEE
MONDAY, JUNE 16, 2008

At a meeting of the **Personnel Committee**, held Monday, June 16, 2008, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Camphous-Peterson-Chair, Brdak, Brown, Bruley, Crouchman, DeSaele, DiMaria, Doherty, Drolet, Duzyj, D. Flynn, J. Flynn, Gielegghem, Lund, Mijac, Rengert, Roberts, Rocca, Sauger, Slinde, Switalski, Szczepanski, Tocco, Torrice and Vosburg.

Absent and excused was Haggerty.

There being a quorum of the committee present, Chair Camphous-Peterson called the meeting to order at 9 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Rengert, supported by Duzyj, to adopt the agenda, as amended, to include #7a. **The Motion Carried.**

MINUTES

MOTION

A motion was made by Duzyj, supported by J. Flynn, to approve the March 17, 2008 minutes of this committee, as written. **The Motion Carried.**

PUBLIC PARTICIPATION

Donna Congemi, President, AFSCME 411

Ms. Congemi spoke about #10 (First Review of Draft of Reduction and Workforce Policy for Non-Represented Staff).

RECOGNIZE RECENT RETIREES

The following individuals were present:

Wendy Cannon-Nicolai	31 years 3.4 months
Hazel Congdon	28 years 2.7 months

The following individuals were unable to be present:

Ella Harrington	19 years 10.5 months
Nancy Karcz	9 years
Anna Roberts	9 years 11.2 months
Verle Valliere	23 years 11.7 months
Mary Koch	20 years 3.3 months

VACANCY RECONFIRMATIONS

(as recommended by Ad Hoc Committee on 6-5-08)

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DUZYJ, SUPPORTED BY RENGERT, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF THE FOLLOWING VACANCIES PURSUANT TO THE MOTION PASSED BY THE AD HOC COMMITTEE ON JUNE 5, 2008:

ONE DIETITIAN	HEALTH
ONE PUBLIC HEALTH NURSE II	HEALTH
ONE ACCOUNT CLERK III	MARTHA T. BERRY
ONE COMPUTER MAINTENANCE CLERK	PROSECUTING ATTORNEY

THE MOTION CARRIED.

**RECOMMENDATION FROM 6-12-08 HEALTH SERVICES COMMITTEE MEETING:
RECONFIRMATION OF ONE ADMINISTRATIVE SECRETARY AT MARTHA T. BERRY**

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY DeSAELE, SUPPORTED BY ROCCA, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE RECONFIRMATION OF ONE ADMINISTRATIVE SECRETARY AT MARTHA T. BERRY, BUT THAT THE POSITION BE POSTED WITH THE CURRENT SALARY RANGE WITH A NOTATION THAT THE SALARY STRUCTURE IS UNDER REVIEW; FURTHER, THAT A REVIEW BE MADE OF THE SALARY STRUCTURES FOR THE NON-REPRESENTED CLASSIFICATIONS OF ADMINISTRATIVE SECRETARY, SENIOR SECRETARY AND SECRETARY ON A COUNTY-WIDE BASIS WITH THE POSSIBILITY OF A SALARY REDUCTION FOR NEWLY HIRED EMPLOYEES IN THESE CLASSIFICATIONS AND THAT A RECOMMENDATION BE BROUGHT BACK AT THE JULY MEETING. **THE MOTION CARRIED.**

REPORT ON IMPACT OF 20 WEEK HIRING DELAY POLICY

MOTION

A motion was made by DeSaele, supported by Crouchman, to receive and file the Report on Impact of the 20 Week Hiring Delay Policy. **The Motion Carried.**

TITLE CHANGE ONLY FOR EDUCATION COORDINATOR/PROGRAM ASSISTANT TO PROGRAM COORDINATOR IN COMMUNITY SERVICES AGENCY, HEAD START PROGRAM

COMMITTEE RECOMMENDATION – MOTION

A MOTION WAS MADE BY SLINDE, SUPPORTED BY DROLET, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A TITLE CHANGE ONLY FOR THE POSITION OF EDUCATION COORDINATOR/PROGRAM ASSISTANT TO PROGRAM COORDINATOR IN THE MACOMB COUNTY COMMUNITY SERVICES AGENCY, HEAD START PROGRAM. **THE MOTION CARRIED.**

FIRST REVIEW OF DRAFT OF REDUCTION AND WORKFORCE POLICY FOR NON-REPRESENTED STAFF

MOTION

A motion was made by Doherty, supported by Duzyj, to receive and file the first review of draft of Reduction and Workforce Policy for non-represented staff.

Mr. Herppich stated that this draft is based on language in the labor contracts. He said should a layoff occur that would impact non-union jobs, the amount of service time spent in the department is the service time that would count in a layoff situation. He used the Human Resources Department as an example since both represented and non-represented classifications exist. He said if there were two people within the same job classification and one of the employees had less time in the department, but had a longer total county service time, the employee who had served more time in the department would remain and the one with less department time would be subject to layoff.

Discussion followed with several Commissioners stating that this would discourage employees from transferring to open positions in other departments. A suggestion was made that the entire group of non-union personnel be considered one group, not by departments. It was also requested that the policy specifically state that when switching jobs to a lower wage scale, the employee goes to the lower salary.

It was noted for the record that this is a working document with areas that need further research and clarification.

SUBSTITUTE MOTION

A motion was made by DeSaele, supported by Vosburg, to accept the draft as a working document and that it be postponed until the next meeting, incorporating the changes that were discussed today. **The Motion Carried.**

EXECUTIVE SESSION TO DISCUSS LABOR NEGOTIATIONS

MOTION

A motion was made by Duzyj, supported by Slinde, to enter into Executive Session for the purpose of discussing labor negotiations. **The Motion Carried.**

In accordance with the motion, committee entered Executive Session at 9:49 a.m., with it concluding at 10:19 a.m.

ADJOURNMENT

MOTION

A motion was made by Duzyj, supported by Torrice, to adjourn the meeting at 10:20 a.m. **The Motion Carried.**

Corinne Bedard
Committee Reporter